

0620.01 Obtaining State Administrative Board Approval

Issued January 6, 1997

SUBJECT: Obtaining State Administrative Board Approval.

APPLICATION: Executive Branch Departments and Sub-units, Community Colleges and Universities.

PURPOSE: To describe the structure and process for obtaining State Administrative Board approval as required by statute(s) and administrative guideline.

CONTACT AGENCY: Department of Management and Budget (DMB) - State Administrative Board.

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SUMMARY: The State Administrative Board consists of the Governor, Lieutenant Governor, Secretary of State, Attorney General, State Treasurer, and the Superintendent of Public Instruction. The DMB designates a Secretary to the State Administrative Board and provides for staff support.

The State Administrative Board has general supervisory control over the administrative activities of all state departments and agencies, including, but not limited to, the approval of contracts and leases, oversight of the state capitol outlay process and the settlement of small claims against the state. The State Administrative Board functions through 3 standing committees which make recommendations to the Board. The State Administrative Board meets the first and third Tuesday of each month.

Board committees, with respective prescribed functions, are:

- **Finance and Claims**
Approves: releases of Capital Outlay funds; awards of contracts and grants of \$250,000 or more, and amendments of \$125,000 or more, for commodities or services; small claims against the State for less than \$1,000; write-offs of State receivables; disposal of State property; allotments of work orders. The committee meets the Tuesday before the State Administrative Board meeting. The agenda is prepared by the Secretary to the State Administrative Board.
- **Building.**
Approves: awards of State construction and related professional service contracts; property leases for use by State agencies; establishment of State rental rates; matters relating to sales, acquisitions, and easements on State land. The committee meets the Wednesday before the State Administrative Board meeting. The agenda is prepared by the Office of Facilities, DMB.
- **Transportation and Natural Resources.**
Approves: awards of Michigan Department of Transportation (MDOT) contracts and agreements; Department of Natural Resources (DNR) oil, gas, and mineral leases; conveyance of

submerged lands. The committee meets the Wednesday before the State Administrative Board meeting. The agenda is prepared by the Michigan Department of Transportation and the Michigan Department of Natural Resources.

APPLICABLE FORMS: CS-138, Contractual Services Request

DMB-1104, Claim against the State of Michigan for Personal Losses Less Than \$1,000

OCM-810, Finance and Claims Agenda Format

State Administrative Board Contract Abstract

PROCEDURES:

Proposing Agency:

- Determines the committee review schedule with which it will need to comply, and allows lead time to prepare and submit supporting documents. Items for each Committee's agenda are due 1 week before its next regularly scheduled meeting. With the exception of emergency contracts involving health and safety and contracts mandated by court order, all grants and contractual agreements of \$250,000 or more; contract or grant extensions which reach the amount of \$250,000 or more; and, grant or contract amendments of \$125,000 or more, must be approved by the State Administrative Board prior to the grant or contract initiation date.
- Assures that all prerequisites, including all required reviews and approvals, are met prior to submission of any type of proposal for committee action.
- Submits material to the appropriate committee. See Procedure .02 for submission procedures for the Finance and Claims Committee. See Procedures 0110.01, 0110.3 0110.04, 0110.07, 0110.08, and 0110.09 for submission procedures for the Building. See Procedure 1710.17 for procedures for Minerals Lease Management for the Transportation and Natural Resources Committee.

Claimant:

- See Procedure .02 for submission procedures for the Finance and Claims Committee.

Secretary to the State Administrative Board:

- Prepares minutes of each committee meeting.
- Prepares agenda and minutes for the Finance and Claims Committee and the State Administrative Board.
- Forwards State Administrative Board decisions to Departments or their Sub-units.
- Forwards necessary correspondence to individuals who have filed claims against the state.

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